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ABSTRACT

The Texas State Publications Clearinghouse of the Texas State Library has prepared this list of materials pertaining to legislative and executive branch publications on the state and local level. Judicial branch publications are judged innappropriate as they are best left in the domain of the law library. The specific topics are handbooks/directories, laws/legal, legislative, constitutional, regional/county/local, state government financial and statistical information, bibliographies, general reference, current politics, and a list of other Texas State Publications Clearinghouse materials. (JVP)

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INTRODUCTION TO BASIC TEXAS STATE DOCUMENTS REFERENCE

by

Robert Walton

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INTRODUCTION TO BASIC TEXAS STATE DOCUMENTS REFERENCE

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In order to perform adequate Texas documents reference, it is necessary to possess two essential qualities. First, an understanding of state/local government, administrative structure, and the Texas legislative process. This is important in order to know how to logically map out a research strategy with respect to a particular question or request. Second, it is valuable to have a great deal of finesse to guide you through those situations where logical research patterns are fruitless and, as is often the case, the information is hidden in some obscure and illusive source. Of these two qualities, only the first requires further examination.

State government is divided among legislative, judicial, and executive branches. Of the three, the judicial branch (composed primarily of the state and district judges) produces fewest materials suited for state documents reference. Unless yours is a law library, most of these legal publications would best be left to lawyers and experienced law librarians.

The legislative branch is made up primarily of the Texas Legislature. In the process of conducting its law making responsibilities, the Legislature generates a sizable volume of material. Laws themselves are introduced into one of the two chambers as bills (legislation). Each must be read three times on different dates, voted on (and passed) after the second and third readings (unless certain parlimentary procedures are imposed), and signed by the Governor before becoming law. Should a particular bill fail during the legislative process, the text of the defeated bill can only be found at the Legislative Reference Library at the State Capitol Building. Laws which pass are available from the Secretary of State of the House/Senate Bill Distribution Service. At the end of each legislative session, the Session Laws are printed and Vernon's Annotated Texas Statutes issues new pocket parts to bring the 'black statutes' up-to-date.

Within the jurisdiction of the legislative branch also fall four legislative support agencies. These include the Legislative Reference Library (organized and equipped to handle the special needs of legislators), the Legislative Budget Board (produces recommendations to the legislature concerning all aspects of budgetary matters), the Legislative Council (assists the Legislature and executive agencies in the research and drafting of legislation), and the State Auditor (to audit state agencies and verify proper expenditures of allocated state funds). The legislature also authorizes and conducts special studies (interim committee reports, house study papers, etc.) on topics which are of current interest and have the potential of emerging as an issue during the following legislative session.

The executive branch is made up of all the other agencies in state government and produces by far the largest volume of published material. These agencies are usually established by statutory or constitutional law charging the agency with certain responsibilities and a description of its duties. Special commissions and study councils can also be created by executive order of the Governor. With few exceptions, the duties of executive agencies are structured to perform either a regulatory or service function.

Any discussion of state government would be incomplete without consideration of the regional and local governmental bodies. In 1956 the Legislature organized 24 Regional Councils of Governments which act primarily as informational or coordinating centers for governments in that region. There are also a variety of special districts and authorities including school, hospital, river authorities, housing authorities, water districts and soil conservation districts. These are all valuable government entities created to provide specific services within a defined geographic area.

HANDBOOKS/DIRECTORIES

Texas. University of Texas Bureau of Business Research. Texas Trade and Professional Associations and Other Selected Organizations. 1951- . Austin. Annual. Includes official names, addresses, directors, member statistics, activities, etc.

Texas. State Historical Association. Handbook of Texas. Austin, 1952. Edited by Walter P. Webb. 2 volumes and a supplemental 3rd volume published in 1976. Encyclopedia format containing general information on persons, cities and counties, industries, state agencies, etc. Most topics are followed by brief bibliographies.

Texas. University of Texas L.B.J. School of Public Affairs. Bureau of Government Research. Guide to Texas State Agencies. 4th edition Austin 1972. Provides the following information on each current state agency: 1. Legal authority 2. Selection of governing members 3. Organization, and 4. Functions. [The 5th edition will be released during 1978.]

Texas. Education Agency. Texas School Directory. Annual. Contains information about Texas schools including: officers and statistics, accreditation status, directory of administrators and members of local boards, accredited non-public schools, and educational service center directory.

Texas. Education Agency. Division of Proprietary Schools and Veterans Education. Directory of Schools Certificated Under Texas Proprietary School Act and Schools Offering Courses Approved for Veterans. Annual. Part I: List of private certified schools Part II: List of Texas colleges and schools approved for veterans Part III: Index of approved courses for veterans.

Texas. Advisory Commission on Intergovernmental Relations. Handbook of Governments in Texas. Austin, March 1973- . [$25.00 initial cost/$10.00 annual cost for updates] Includes: Section I: State Government Section II: County Government Section III: Municipal Government Section IV: Special Districts and Authorities Section V: Regional Governments and Agencies Section VI: Federal Goverment. Loose-leaf.

Texas Almanac and State Industrial Guide. Dallas, A.H. Belo Corporation. Annual. Topically arranged. Indexed.

Texas Electric Cooperatives, Inc. Directory of Texas Electric and Telephone Cooperatives. Austin. Annual. Electric utilities by county, miles of line and managers. Profiles of each utility company including address, directors, and technical statistics. Profiles similar to electric cooperatives are provided for each telephone cooperative.

Texas. University of Texas Bureau of Business Research. Atlas of Texas. Austin, 1973. Includes geographical, physical, population, agricultural, mining, manufacturing maps and a statistical appendix on population.

Texas State Directory, 1946- . Austin. Biennial. Privately published. Texas agencies listed in alphabetical order, including for each agency the elected and appointed officials with photos, titles, address, tenure. Includes a section on state employees, giving address, hometown, and employing agency. Next section lists cities in Texas with population and name of mayor, section on Chambers of Commerce, and section on county officials.

Texas. Highway Department. Planning and Research Division. Listing of Texas Cities, Towns, Communities and Railroad Stations by Counties. Austin, 1973.

Texas. University of Texas Bureau of Business Research. Directory of Texas Manufacturers. 2 volumes. Austin. Annual. Contains four main sections: 1. Alphabetical section 2. Geographical section 3. Product section 4. Index of products.

Texas. State Board of Insurance. List of Insurance Companies Under the Supervision of the State Board of Insurance. Austin. Annual.

LAWS/LEGAL

Texas. State Bar. Professional Development Program.
Advanced Civil Trial Course, 2 volumes and a supplement, 1978.
Advanced Estate Planning & Probate, 1977.
Advanced Family Law Course, 1977.
Texas Consumer Law-For General Practitioners, 1977.
Texas Corporation Law-For General Practitioners, 1977.
Texas Family Practice Manual, 1977.
Texas Mental Health Commitments, 1978.
Damages, 1977.
Environmental Law Update, 1978.
International Law for General Practitioners, 1977.
Marriage Dissolution in Texas, 1971.
Pre-Trial. 1977.
Real Estate Law, 1977.

Smith, Dick. How Bills Become Laws in Texas. 4th edition. 1972. Austin, University of Texas Institute of Public Affairs. Brief narrative description of the legislative process in Texas.

Vernon's Annotated Texas Statutes. 1925- . St. Paul, Minn., West Publishing Company. [Referred to as the "Black Statutes" which supercedes the "Red Statutes" which are not annotated.] Annotated with library citations and references, historical notes on the development of the law and cross references to other related statutes.

Texas. Secretary of State. Texas Register Division. Texas Register. Jan. 1976- . Published twice weekly. Includes Governor appointments, Attorney General opinions, proposed and adopted agency rules, and announcements of open meetings.

West's Texas Statutes and Codes. 5 volumes (1974) and 2 volume supplement (1977). St. Paul, Minn., West Publishing Company. Not annotated. [Green Statutes].

General and Special Laws of the State of Texas.['Session Laws']. (1846-). Austin. Published biennially or after each session. Laws arranged in order as signed into law by Governor. Also contains effective dates, veto proclamations, resolutions, constitutional amendments proposed, bills vetoed, and index.

[Texas State Codes]. Anticipated publication date 1978/9. Colorado Springs, Colorado. Shepards Publishing Company. A codification of Texas statutes.

Texas. Attorney General. Index and Tables to the Opinions of the Attorney General of Texas, 1947-70. Austin, 1970. 627pp.

Texas. Attorney General. Digest of Opinions of the Attorney General. Annual. Austin. Arranged by opinion number and indexed.

Texas. State Library. Library Laws of Texas. Austin, 1972. 85pp. Contains all statutes pertaining to libraries in Texas.

Texas. State Board of Insurance. Texas Insurance Code with Related Acts and Rules of Procedure. Austin, 1976. Tenth edition. Contains index to insurance code and related acts.

Texas. Education Agency. Texas Public School Law Bulletin. Austin, 1978. Contains Texas Education Code with index to laws affecting public school education.

Texas. Department of Public Safety. Texas Motor Vehicle Laws. Austin. Annual.

Texas. Attorney General. Opinions. Rendered on the request of a state or local official. Provide legal interpretations of Texas statutes prior to court action and are subject to court overrule.

LEGISLATIVE

Texas. Legislature. Senate. Journal. Austin, 1846- . Published Biennially with daily issues during the legislative session with bound volumes including index issued at the close of each session. Contents similar to House Journal.

Texas. Legislature. House of Representatives. Journal. Austin, 1846- . Published biennially with daily issues during the legislative session with bound volumes including index issued at the close of each session. Includes bill captions, index of bills and resolutions by author, history of House bills, history of House concurrent resolutions, history of Senate bills in House.

Texas. Legislative Council. Accomplishments of the -- Legislature: A Summary. 1961- . Published biennially after each session. Arranged by subject area.

Texas. Legislature. Members of the Texas Legislature, 1846-1962. Austin, 1962.

Council of State Governments. State Elective Officials and the Legislatures. Lexington, Kentucky. 1935- . Annual. Includes state officials, justices of the courts and members of the legislatures.

CONSTITUTIONAL

Texas. Constitutional Revision Commission. A New Constitution for Texas: Text, Explanation, Commentary... Austin, November 1973. Presents text of the 'New Constitution', biographies of constitutional revision commission, and index of parts affected.

Texas. Advisory Commission on Intergovernmental Relations. The Texas Constitution: A Reorganization and Simplification Without Substantive Change. Austin, December 1973. $3.00. The Texas constitution presented topically, recast into modern English without substantive changes in the meaning of its provisions.

Texas. Advisory Commission on Intergovernmental Relations. The Constitution of the State of Texas: An Annotated and Comparative Analysis. Austin, August 1977. Contains a factual presentation of the origins, historical development, and contemporary meaning of each section of the constitution and also provides interpretive comments on each section by various contributing legal experts.

Texas. Constitutional Convention, 1974. Journal (2 volumes) and Proceedings (2 volumes). Bound cumulation. Record of all votes and index included.

Texas. Legislative Council. Constitutional Amendments Analyzed. Austin, 1958- . Analysis, both pro and con, on each amendment to the Texas constitution prepared prior to each election.

Texas. University of Texas L.B.J. School of Public Affairs. The Constitution of Texas and the Administrative Structure of the State. Austin, 1973. Student seminar report coordinated by Professor Emmette S. Redford.

REGIONAL/COUNTY/LOCAL

Texas. Industrial Commission. General Community Profiles. Compilation of statistical data on over 500 different Texas cities. Each Profile includes information on only one city and provides information such as labor force statistics, population characteristics, economic statistics, transportation, etc.

Perry Printing Company. Information Guide on County Government. Midland, Texas. Updated annually. Contains information on county corporate rights and powers, county commissioners courts, county finance, county budgets, and county public services and policies.

Texas Municipal League. Salaries of Texas Municipal Officials and Employees. Annual. Austin.

Texas Municipal League. Directory of Texas City Officials. Austin. Annual. (Published each spring following the April elections. Gives name of elected officials, chief administrative employees of incorporated cities and towns. Includes population, county, city hall address, zip code, telephone number, time of city council or commission meeting).

STATE GOVERNMENT FINANCIAL AND STATISTICAL INFORMATION

The basic source for agency financial information is the agency audit (in the case of state supported colleges and universities - financial report) which includes a description and evaluation of real property of the agency, legal authority under which it operates, board members names and terms, major divisions and functions as well as financial status.

Texas. Comptroller of Public Accounts.
Annual Report. 2 volumes. Austin, Texas. Property valuations for counties, tax collections, etc.
City Sales and Use Tax Allocation Summary. Monthly. Austin. A list of Texas cities which shows net payment from sales tax to each city.
Sales Tax Analysis by County Code. Quarterly. Austin. Gives number of reporting outlets by county, with gross sales, gross taxable sales, etc., for each county in Texas.
Sales Tax Analysis by SMSA and SIC. Quarterly. Austin. A list of SMSAs in Texas with information about number of reporting outlets, gross sales, gross taxable sales, etc.

Texas. Comptroller of Public Accounts. Texas Tax Guide. 2 volumes. Austin. 1977. $25.00. Rules and regulations about all forms of state taxation in Texas. Updated regularly by subscription.

Texas. Legislative Budget Office. Fiscal Size Up: Texas State Services 19__ - ___ Biennium. Biennally. Austin. Provides information on programs and services provided by state government.

Texas. Education Agency. Research Office. Annual Statistical Report. Annual. Published in 2 parts and contains statistics on pupil personnel, school transportation, professional personnel, district finances, and taxable property.

Texas. University of Texas Bureau of Business Research. Building Construction in Texas. Monthly. Published as a supplement to Texas Business Review contains detailed statistical data on building permits issued in Texas cities.

Texas. Department of Community Affairs. FACS (Family and Child Statistics) Information System. Austin. Updated every six months and issued as 254 separate reports, one for each Texas county. Contains statistical data pertinent to needs of young children and their families.

Texas. Judicial Council. Texas Judicial Council_____ Annual Report: Statistical and Other Data on the State Judicial System. 1928- . Austin. Annual. Contains a large quantity of statistics (usually broken down by county) including: statistics of court activity, directories, and types of cases handled by district, county, justice of the peace, and municipal courts.

Texas. Governor's Office. Criminal Justice Division. Criminal Justice Plan for Texas Austin. Annual. Review of statistics of all aspects of crime and crime prevention in Texas and major metropolitan areas.

BIBLIOGRAPHIES AND GENERAL REFERENCE TOOLS

Texas. Health, State Department of. Texas Vital Statistics. Annual. Austin.

Texas. Agriculture, Department of. Crop and Livestock Reporting Service.
Cash Receipts from the Sale of Texas Farm Commodities. Austin. Annual. Report on farm income from the sale of all farm products in Texas by crop-reporting district. Breaks down the farm income into crops, livestock, government payments, etc.
Texas Cotton Statistics. Austin. Annual. Report of Texas county acreage and yield for all cotton and also for irrigated and non irrigated cotton separately.

Texas. Agriculture, Department of. Crop and Livestock Reporting Service. (Continued)

Texas County Statistics. Austin. Annual. Agricultural statistics by county in Texas.

Texas Crop-Weather. Austin. Annual. Weekly reports on crop progress in Texas by crop and geographic area. Also gives the statewide weather and precipitation for the week.

Texas Dairy Statistics. Austin. Annual. A report of Texas dairy production given by crop-reporting district and by county. Includes statistics on value, number of cows, number of dairy farms, etc.

Texas Field Crop Statistics. Austin. Annual. Report on Texas field crops by crop-reporting district. Gives acreage, yield per harvested acre, and production by county.

Texas Fruit and Pecan Statistics. Austin. Annual. Maps, charts, and graphs on fruit and pecan production in Texas by crop-reporting district and county.

Texas Livestock Statistics. Austin. Annual. Livestock data on Texas by crop-reporting district. Includes information on the number of farms with livestock and gives a breakdown of cattle, hogs, sheep and lambs, etc. Charts and graphs are included.

Texas Poultry Statistics. Austin. Annual. Report of estimates by Texas counties for hens and pullets, eggs, broilers and turkeys.

Texas Prices Received & Prices Paid by Farmers. Austin. Annual. Report showing monthly prices received by farmers from 1955 to the present and prices paid by farmers for the current year and preceding year. Included are both commodities used in production and commodities used in family living.

Texas Small Grains Statistics. Austin. Annual. Maps and charts showing data on small grain production in Texas by crop-reporting district. Includes data on amount of the crop planted, harvested, yield per acre, average price during the season, and value of production.

Texas Vegetable Statistics. Austin. Annual. Information on Texas vegetable production by commodity and area harvested. Also gives the acreage of vegetables by county.

Texas Library Association. Reference Roundtable. Austin, 1975. Texas Reference Sources; A Selective Guide. Arranged by subject and indexed.

United States. Library of Congress. Monthly Checklist of State Publications. Washington D.C. 1910- . Monthly. Annual cumulation. A selective listing, by state, of state publications received and cataloged by the Library of Congress.

Texas. University of Texas Bureau of Business Research. Texas Sources: A Bibliography. Austin, 1976. Bibliography Series No. 17. Topically arranged.

Texas. State Library. Library Developments Division.

Texas Public Library Statistics. Annual.

Texas Special Library Statistics. Biennial.

Texas Academic Library Statistics. Biennial.

POLITICS/GOVERNMENT - CURRENT

Austin Report-Vol. 1, No. 1- Austin, Long News Service, Nov. 1948- Weekly. Excellent, reliable one-liners. Items on politics and government. Coverage of people, events, state studies, federal items of interest in Texas. Newsletter.

Texas Observer, Vol. 1- Austin, 1906- Fortnightly. 1954 marks the advent of the present format, name and tone. Liberal Democrat. Coverage of political and social issues in Texas. Unabashedly opinionated. Only indexed source of political activities and politicians, government officials. Self-index annually. Cumulative index, 1954-70, by Susan Reid.

The Texas State Publications Clearinghouse at the Texas State Library publishes a number of valuable materials to assist the state document researcher, including:

- Texas State Documents. Monthly. Monthly list of all state documents received by the Clearinghouse.
- Texas State Documents Title Index. Quarterly.
- Texas State Documents Subject Index. Bi-monthly.
- Texas State Documents Classification and Almost Compleat List of Texas State Agencies from Statehood to the Present. by Brenda Olds. 1975. This classification scheme was adopted by the Texas State Library for use in administering the state documents program.

In addition to these state document tools, several publications have been issued by the Texas State Library which provide information about the official depository network of state documents in Texas:

- Texas State Documents: The Development of a Program. By Dale Propp and Robert Walton, January 1978, Revised edition.
- Texas State Documents Depository Survey, 1977: Findings and Results. By Robert Walton and Dale Propp, March 1978.